

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**June 4, 2008**

6 Page Document

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<b>TITLE:</b>	Program Integrity Financial Analyst
<b>POSITION NO:</b>	00913
<b>LOCATION:</b>	Quality Assurance Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MPEA
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$34,490 - \$43,238 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, June 18, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** A resume is required at time of application.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TYPICAL DUTIES:** This position assists the Medicaid divisions and the Surveillance and Utilization Review System (SURS) unit in the following areas: (1) Financial Analysis - reviews Medicaid programs and identifies weaknesses in terms of policy and payment systems to identify areas of potential provider fraud, abuse or misuse of the Medicaid system; (2) Data development and information reporting - work with SURS unit and Medicaid divisions to develop or identify key data sources for analysis in monitoring the programs, put the information into a useable format for SURS compliance specialists and Medicaid program staff; and (3) Overpayment review - identifying and investigating areas of provider fraud, abuse or misuse of the Medicaid system by establishing and maintaining oversight of billing practices of Medicaid providers. In order to accomplish

these specific duties, the incumbent must gather, disseminate, evaluate, investigate and organize data and information as it relates to recovery of Medicaid overpayments, fraud referral, fair hearings and /or other legal proceedings. This position must identify potential or actual conflicts among department divisions, Medicaid programs and their individual policies, provider notices, Administrative Rules of Montana (ARM) and federal regulations (CFR) and make recommendations for possible resolutions of such conflicts as they pertain to policy implementation and/or changes, collection of Medicaid overpayments, provider education and computer system changes.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of economic and accounting principles and practices, financial markets, banking and the analysis and reporting of financial data; structure and content of the business English, correct spelling and grammar, and rules of composition; arithmetic, algebra, geometry, calculus, statistics, and their applications; computer hardware and software, including applications and programming; laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules; and principles and processes for providing customer and personal services, including customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills: Skill in considering the relative costs and benefits of potential actions to choose the most appropriate one; identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; determining how money will be spent to get the work done, and accounting for these expenditures; using mathematics to solve problems; understanding the implications of new information for both current and future problem-solving and decision-making; and monitoring/assessing performance of self, other individuals, or organizations to make improvements or take corrective action.

Abilities: Ability to apply general rules to specific problems to produce answers that make sense; combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events); read and understand information and ideas presented through spoken words and sentences; communicate information and ideas in speaking and writing so others will understand; see details at close range (within a few feet of the observer); and add, subtract, multiply, or divide quickly and correctly.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in health sciences, health information, accounting, general business, computer science, mathematics or social sciences **AND** three years of job related experience to include determination of health care eligibility, claims and coding, insurance eligibility and benefits, medical or other health field billing, financial analysis, auditing, and claims adjudication. Incumbent must have one year of experience using spreadsheet software such as Excel. Relevant work experience such as determination of health care eligibility, claims and coding, insurance eligibility and benefits, medical or other health field billing, financial analysis, auditing, and claims adjudication may substitute for the formal education on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Resume; and
5. Supplemental question.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she

is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services  
Title: Program Integrity Financial Analyst  
Position: #00913  
Location: Quality Assurance Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please summarize how your past professional/educational experience will help you meet the needs of SURS.